

NAF PERSONNEL OFFICE (VAB)
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex
IN-HOUSE VACANCY ANNOUNCEMENT
Amended*

12/11/03

Does not confer to Civil Service Status

POSITION: MAINTENANCE COORDINATOR (Site)

ANNOUNCEMENT # VB-89-03

Grade: PENDING CLASSIFICATION

Salary: Negotiable

LOCATION: MWR Department, Common Support (Maintenance)

CLOSING DATE: 12/18/03

NAS Oceana, Virginia Beach VA 23460

AREA OF CONSIDERATION: MWR COMMON SUPPORT EMPLOYEES ONLY*

(1) Position (s), Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Responsible for coordinating, executing, supervising and evaluating a comprehensive maintenance, and repair program at the assigned site which includes minor to major repairs projects. Responsible for implementation of repairs and from planning stages to completion of work. Responsible for estimating project costs, personal equipment and materials. Provides cost and time estimates, and working plans. Evaluates requests, determines correct materials to be used and submits recommendations to the Regional Maintenance Coordinator. Responsible for all equipment, vehicles and tools. Prepares purchase requests and ensures appropriate procurement procedures are followed. Ensures delivery and quality of goods to site and ensures proper inspection and acceptance. Assists in the preparation, justification, execution and monitoring of the annual non-appropriated fund budget, ensuring inclusion of funds for repair or replacement of necessary program equipment and supplies at the assigned site. Assures that procedures are adhered to during operation via observation, record review and maintaining communication with activities and customers. Evaluates and takes corrective actions as required. Acts as liaison with customers, contractors, vendors, PWC, ROICC and other agencies as needed. Responsible for internal review to ascertain compliance with standards, operator procedures and objectives relative to money, merchandise and other assets of the MWR Department. Appraise the adequacy of action taken by management to correct deficient conditions noted during inspections. Ensures responsive action is taken. Performs other related duties as assigned.

QUALIFICATIONS: A certificate or license in at least one of the major trades (electrical, plumbing, carpentry, etc.) is strongly preferred, but may be substituted by a minimum of four years of general trades experience with a minimum of one year of documented specialized training and/or experience in a combination of trades listed above. A minimum of three years supervisory experience is required. Prior Navy, MWR or military experience preferred. Must possess documented experience in the following areas: Knowledge and proven performance of efficient cost management pertaining to maintenance/repair projects; Basic computer skills to include data entry, word processing and spreadsheets, Microsoft Office professional is strongly preferred; ability to communicate effectively verbally and in writing. Must be able to appraise various program elements, evaluate and effect/recommend improvement to best achieve goals. Must display the ability to adjust work operations to meet urgent or changing situations.

SPECIAL REQUIREMENTS: Must possess and maintain a current driver's license. Employment is conditional on the successful completion of a national Agency Check or equivalent background check(s) upon selection and periodically thereafter. Work is subject to an irregular tour to meet time constraints and deadlines to include night and weekend.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)

